

## Checklist for creation of map and description for Annexation

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**Include 2 copies of the map and description in the annexation request package.**

**This list is not comprehensive. The Budget Department will forward the map and description to the Engineering Division who will deal directly with the Surveying firm on any necessary corrections and will request necessary copies of the map, when all corrections are complete.**

**Note that the City of Durham City Council cannot take action on an Annexation Petition until the associated Extension Agreement is fully executed and approved. The Extension Agreement process should be well under way before submitting an annexation request.**

- I. Items to be included on map and in description:
  - a. Include the Street or Railroad ROW that abuts the project site within the annexation boundary.
  - b. Along with street names include SR and US numbers for NCDOT roads.
  - c. The title of the map and description should include the term “Contiguous” or “Non-contiguous”. A parcel is “Contiguous” if adjacent to the *main body* of the City Limits. A parcel not adjacent to any City Limits or is adjacent to another “Non-contiguous” site is considered *non-contiguous*.
  - d. Add coordinates of any monuments used as reference.
  - e. Note total acreage of annexed area. Include ROW in acreage, not as a separate acreage.
- II. Items to be included on map:
  - a. Clearly label all lines as “Existing City Limits” or “New City Limits”
  - b. Do not include items such as easements, utility lines, streams, floodplains, ponds, cemeteries, etc. The document is intended only to define the boundary of the annexed area. Show all ROW’s, including those interior to the parcel. Show property lines within the annexed area in addition to property lines intersecting the boundary.
  - c. Clearly label Point of Beginning
  - d. Name, address, and seal of Professional Land Surveyor preparing the map.
- III. Items to be included in description:
  - a. Include language to indicate “running with existing City Limits” and “leaving existing City Limits”, as needed.
  - b. Include language to indicate “running with ROW of (*street name*)” and “leaving ROW of (*street name*)”, as needed.
  - c. On the description include title block information of the map and include name and address of Surveying firm preparing the description.
  - d. In reading description, it should progress around the parcel in a clockwise direction.